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*Enriching Lives Through Effective and Caring Service*

Cynthia D. Banks  
Director

Otto Solorzano  
Chief Deputy

April 19, 2011

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

#26 APRIL 19, 2011

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL TO EXECUTE A SOLE SOURCE CONTRACT WITH SOUTH BAY  
WORKFORCE INVESTMENT BOARD (SBWIB) TO PROVIDE THE INTRASTATE TRAINING  
RESOURCE AND INFORMATION NETWORK (I-TRAIN)  
FOR FISCAL YEAR 2011-14  
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

**SUBJECT**

Community and Senior Services (CSS) seeks delegated authority to: 1) execute a sole source contract in the amount of \$75,000 annually, for a total contract sum of \$225,000, for the three year term of the contract with the South Bay Workforce Investment Board (SBWIB) for the provision of the Intrastate Training Resource And Information Network (I-TRAIN), with the option to extend for two additional 12-month periods; and 2) execute contract amendments to increase contract amount by no greater than ten percent of the total contract sum and decrease the contract amount, contingent on the availability of funds and contractor performance. The I-TRAIN database is an online resource directory of training providers authorized to accept Workforce Investment Act (WIA) funds as tuition. The I-TRAIN enables participants and other jobseekers to search by training providers, training category, location or other pertinent information about the training. The purpose of the I-TRAIN is to have a common, accurate and reliable source for locating qualified training vendors.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the CSS Director, or designee, to negotiate and execute a sole source contract in the amount of \$75,000 annually, for a total contract sum of \$225,000, with SBWIB, after County Counsel approval as to form, and effective the date of Board approval through June 30, 2014, with the option to extend for two additional 12-month periods.
2. Delegate authority to the Director of CSS, or designee, to negotiate and execute contract amendments to increase contract amounts by no greater than ten percent of the total contract sum or decrease contract amount based on contractor performance and availability of funding, after County Counsel approval as to form, provided that the Director of CSS confirms in writing to the Board of Supervisors and the CEO within 30 days after such amendments have been executed.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The SBWIB established the I-TRAIN database in 1995 as required by Section 122 of the WIA regulations. The I-TRAIN database is an online resource directory of training providers authorized to accept WIA funds as tuition. The I-TRAIN enables participants and other jobseekers to search by training providers, training category, location or other pertinent information about the training. The purpose of the I-TRAIN is to have a common, accurate and reliable source for locating qualified training vendors. SBWIB I-TRAIN database eliminates the duplication of procurement, monitoring and evaluation of training providers, saving the County's money and resources to individually certify and monitor these training vendors.

The recommended actions will allow the continued provision of I-TRAIN services for FY 2011-14, to provide individual referrals to classroom training in support of the State-required Eligible Training Provider List (ETPL).

**Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal # 1: Operational Effectiveness and Goal #2: Children, Family, and Adult Well-Being.

**Performance Measures**

The program's success will be measured based on the indicators established by WIA and are aligned with the County's *Performance Counts!* Initiative. The performance outcome to be tracked and measured is the certification of training vendors.

### **FISCAL IMPACT/FINANCING**

The amount of \$75,000 annually for a total contract sum of \$225,000, will be used to contract with SBWIB to provide the I-TRAIN database services. There is no impact on the County general fund, as the WIA Program is fully financed by WIA Title I Adult and Dislocated Worker funding. Funding for this program has been included in the Department's FY 2011-12 Proposed Budget. No new CSS staff will be hired to coordinate this program. Existing CSS staff will handle administrative coordination activities.

### **FACTS AND PROVISIONAL/LEGAL REQUIREMENTS**

CSS released a Request for Information (RFI) to ascertain the interest from qualified vendors to provide I-TRAIN services. CSS anticipates contracting via a noncompetitive award pursuant to 29 CFR Subpart C, 97.36(d)(4)(i)(A), that allows contracting when the item is available only from a single source.

Section 122 of the WIA Federal Regulations require the Local Workforce Investment Areas (LWIAs) to establish a list of providers who are eligible to receive WIA funds for training services provided to adults and dislocated workers for inclusion in the State's Eligible Training Provider List (ETPL). The I-TRAIN is a system for capturing and implementing the regional approach to the procurement of WIA training vendors.

### **CONTRACTING PROCESS**

On September 28, 2010, CSS released a Request for Information (RFI) to obtain information on vendors qualified to evaluate and certify eligibility of potential training providers for the LWIAs on-line database known as I-TRAIN. Interest letters were sent to over 500 agencies notifying of CSS' intent to release the RFI. CSS advertised the RFI in accordance with federal, State and County requirements. The RFI was published in three local news publications (L.A. Times, L.A. Watts Times and HOY) and posted on the CSS website.

Although CSS met all solicitation requirements including wide dissemination and advertising of the RFI, specifications that were reasonable, allowing a significant time frame for submission, a realistic timeline for delivery and performance, and the solicitation of a number of sources, only one agency responded to the solicitation, met the minimum requirements for the program and demonstrated the capability to perform the required scope of work. South Bay Workforce Investment Board (SBWIB) provided a Statement of Interest (SOI) that clearly demonstrated the agency's ability to provide the requested services Countywide. Since SBWIB is the current contractor for I-TRAIN, the agency's experienced staff is able to perform the required tasks cost effectively without an extended learning curve.

SBWIB is being recommended for funding through a noncompetitive award under 29 CFR Subpart C, 97.36(d)(4)(i)(A) as this service is available only from a single source.

The I-TRAIN Program contract is not a Proposition A contract in which living wage laws would be applicable. The Los Angeles WIB has been informed of these recommendations.

Monitoring

Beginning with FY 2003-04, CSS contracted with the Auditor-Controller's office to conduct fiscal and contract compliance monitoring of all of its WIA contractors. CSS is responsible for ensuring, through its resolution process, which the reported monitoring findings are resolved and training is provided to our contractors, if necessary, and/or program policies are developed.

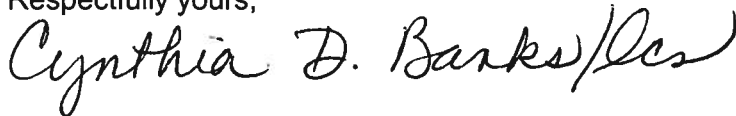
**IMPACT ON CURRENT SERVICES OR PROJECTS**

The recommended actions will allow for the continued provision of I-TRAIN services in FY 2011-14, to provide individual referrals to classroom training in support of the State-required Eligible Training Provider List.

**CONCLUSION**

Upon Board approval, please e-mail one copy of the adopted Board Letter to Ms. Sandi Mitchell at [smitchell@css.lacounty.gov](mailto:smitchell@css.lacounty.gov) or Ms. Mitchell may be reached at (213) 738-2717.

Respectfully yours,

A handwritten signature in black ink that reads "Cynthia D. Banks" followed by a stylized flourish or initials.

CYNTHIA D. BANKS, Director  
Community and Senior Services

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors